# INTRADEPARTMENTAL CORRESPONDENCE

October 4, 2017
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**TO:** Honorable Members of the Board of Police Commissioners

**FROM:** President, Board of Police Commissioners

**SUBJECT:** COMMISSION LIAISON AND ASSIGNMENTS

The Board of Police Commissioners (Board) provides civilian oversight to the Los Angeles Police Department (Department) as mandated by the City Charter. To facilitate this complex task and to provide the Board the ability to oversee the Department more effectively, I am assigning specific oversight of the Department's operational functions to individual Commissioners with the below designated Command Staff.

This will also provide the Department with information so the respective Department entities can provide their assigned Commissioners with information on various projects. As necessary I will appoint various Commissioners to Ad-Hoc assignments as they are needed.

The following assignments are effective immediately.

**Undercover Investigation Committee**
**President Soboroff and Commissioner Figueroa-Villa**

In accordance with the Intelligence Guidelines for Anti-Terrorism Intelligence Section approved by the Commission on September 25, 2012, President Soboroff and Commissioner Figueroa-Villa are designated as the Commission's Undercover Investigation Committee to fulfill the responsibilities contained in the Intelligence Guidelines for Anti-Terrorism Intelligence Section. Staff support will be provided by the Executive Director and Inspector General.

**Intelligence Guidelines for Anti-Terrorism Intelligence Section, Audit Committee**
**Commissioners Figueroa-Villa and McClain-Hill**

In accordance with the Intelligence Guidelines for Anti-Terrorism Intelligence Section shall audit annually the operations of Major Crimes Division for compliance with the Intelligence Guidelines. Commissioners Figueroa-Villa and McClain-Hill are designated liaisons. Staff support will be provided by the Office of the Inspector General.

**Executive Management**
**President Soboroff and Vice-President Johnson**

President Soboroff and Vice-President Johnson will meet with the Chief of Police on all policy matters. The Executive Director provides staff support.

**Chief of Staff**
**President Soboroff**

President Soboroff will co-ordinate Commission business as necessary with the Chief of Staff to ensure the Department is responsive to the requests and directions of the Board. The Executive Director provides staff support.

**Office of Operations Liaison**
**President Soboroff and Commissioner Figueroa-Villa**

President Soboroff and Commissioner Figueroa-Villa will be the point of contact for the Director, Office of Operations as it relates to all matters within the responsibility of that office. The Executive Director provides staff support.

**Office of Operations Bureau Liaisons**

To facilitate communication with the Police Commission, each of the four geographic bureaus is assigned a Commissioner as a liaison. The President is not assigned a specific geographic bureau, which allows him to be available to all bureaus. These Commissioners will also oversee the various strategies in each of the geographic areas to prevent criminal activity.

**Central Bureau – Commissioner Figueroa-Villa**
**South Bureau – Commissioner McClain-Hill**
**Valley Bureau – Vice-President Johnson**
**West Bureau – Commissioner Goldsmith**

**Office of Special Operations**
**Vice-President Johnson and Commissioner Goldsmith**

Vice-President Johnson and Commissioner Goldsmith will be the point of contact for the Director, Office of Special Operations as it relates to all matters within the responsibility of that office. The Executive Director provides staff support.

**Office of Administrative Services**
**Vice-President Johnson and Commissioner Figueroa-Villa**

Vice-President Johnson and Commissioner Figueroa-Villa will be the point of contact for the Director, Office of Administrative Services as it relates to all matters within the responsibility of that office. The Executive Director provides staff support.

**Office of Constitutional Policing and Policy**
**Commissioners Goldsmith and McClain-Hill**

Commissioners Goldsmith and McClain-Hill will be the point of contact for the Director, Office of Constitutional Policing and Policy as it relates to all matters within the responsibility of that office. The Executive Director provides staff support.

**Professional Standards Bureau**
**President Soboroff and Commissioner Figueroa-Villa**

President Soboroff and Commissioner Figueroa-Villa will be the point of contact for the Commanding Officer, Professional Standards Bureau as it relates to all matters within the responsibility of that office. The Executive Director provides staff support.

**Police Officer Recruitment and Hiring**
**Vice-President Johnson and Commissioner McClain-Hill**

Vice-President Johnson and Commissioner McClain-Hill will liaison with the Department and the City Personnel Department relative to ensuring that Police Officer recruitment and hiring provides the diversity reflective of the City of Los Angeles. The Executive Director provides staff support.

**Risk Management Legal Affairs Group**
**Commissioners Goldsmith and McClain-Hill**

Commissioners Goldsmith and McClain-Hill will be the point of contact for the Risk Management Legal Affairs Group regarding the implementation of the Departments Risk Management Strategy and monitoring of litigation. The Executive Director and Inspector General will provide staff support.

**Use of Force Liaison**
**Vice-President Johnson and Commissioner Figueroa-Villa**

Vice-President Johnson and Commissioner Figueroa-Villa will be the point of contact relative to specific matters regarding Use of Force policies and procedures. The Executive Director and Inspector General provide staff support.

**Designated Personnel Commissioner**
**Commissioner Goldsmith**

Commissioner Goldsmith will review and approve third level grievances by Department employees. Staff support will be provided by the Officer-in-Charge, Police Commission Employee Relations Unit will assist with the investigation, review and recommendations for the Commissioner to review and approve.

**Designated Parade Commissioner**
**Commissioner McClain-Hill**

This Commissioner will assist in the event there is an appeal made by an applicant for a Special Event denial or conditions that are imposed upon the applicant they do not concur with. Staff support provided by the Executive Director.

**Anti-Bias**
**Commissioners Goldsmith and McClain-Hill**

Commissioners Goldsmith and McClain-Hill will be the liaison with the Department entities relative to training that is presented to all employees regarding the prevention of bias and Internal Affairs Group relative to Bias Policing Reports presented to the Commission.

**Community Policing**
**President Soboroff and Commissioner McClain-Hill**

President Soboroff and Commissioner McClain-Hill will be the liaison with the Community Relationship Division and other entities relative to the Departments efforts in Community and Relationship Based Policing.

**Homeless Issues**
**Commissioners Figueroa-Villa and Goldsmith**

Commissioners Figueroa-Villa and Goldsmith will represent the Commission to all matters involving the Office of the Mayor and Department relative to the Departments efforts with the homeless community.

**Youth Programs**
**President Soboroff and Vice-President Johnson**

President Soboroff and Vice-President Johnson will serve as liaisons for the oversight of the Department's various youth programs.

**Immigration Issues**
**Commissioners Figueroa-Villa and Goldsmith**

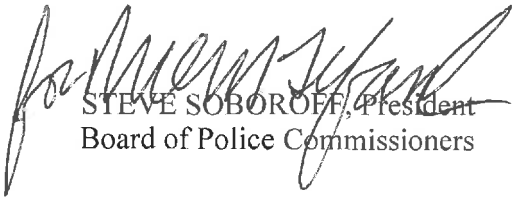
Commissioners Figueroa-Villa and Goldsmith will serve as the liaisons for issues regarding immigration.

**Department Training**
**Vice-President Johnson and Commissioner McClain-Hill**

Vice-President Johnson and Commissioner McClain-Hill will be the liaison for all matters involving the development of Department training.

**Video Release Policy Development**
**Vice-President Johnson and Commissioner Goldsmith**

Vice-President Johnson and Commissioner Goldsmith are designated to oversee the development of the policy relative to the release of Department video in Officer Involved Shootings and other critical incidents.



STEVE SOBOROFF, President
Board of Police Commissioners